

Administrative Rule # 0204 – Effective Date of Coverage for New Applicants

BOARD OF PENSIONS ADMINISTRATIVE RULES

Section	2 (Enrollment)	Subject: Effective Dates of Coverage for New Applicants
Rule Number	0204	
Reference: Article V, Section 5.1, 5.2, 5.3 Administrative Rule 105 Administrative Rule 110 Administrative Rule 121 Administrative Rule 301		Resource: Member Services Original Date: 03/92, 6/95, 4/00, 6/02, 1/03, Revision Date: 2/11, 5/11

Purpose

The purpose of this rule is to clarify effective dates of coverage for new applicants and members re-activating Benefits Plan membership after a break in participation. It does not apply to Seminary Students. See Administrative Rule 110 for information related to Seminary Student enrollments.

Traditional Benefits Plan

For Ministers of the Word and Sacrament mandated for full Benefits Plan participation under G. 14.0534 of the *Book of Order*, the effective date of coverage is the effective date of the call or the first day of service provided that the enrollment form is received not later than twelve months from the effective date of the call. The *Book of Order* mandate applies to ministers serving in installed positions as pastor, co-pastor, associate pastor, or designated pastor.

When the enrollment form for a minister in a position where the *Book of Order* mandate applies is received later than twelve months from the effective date of the call, the effective date of coverage will be twelve months prior to the postmark date.

Churches may not enroll mandated members earlier than the first day of service.

For all other members except Seminary Students, the effective date of coverage will be the date requested by the employing organization provided that the enrollment form is postmarked within 31 days of the requested effective date of coverage.

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When the enrollment form is received with a postmark date of more than 31 days from the coverage date requested by the employing organization, the effective date of coverage will be the postmark date. This is the “31 day rule.”

The Board will send written notification to the employing organization’s authorized representative and the member when the effective date of coverage is not as requested on the enrollment form.

Example 1:

An employer requests an effective date of coverage of 9/1 for an employee not mandated for participation in the traditional coverage. The enrollment form is postmarked prior to 10/1. The member’s effective date of coverage is 9/1.

Example 2:

An employer requests an effective date of coverage of 9/1 for an employee not mandated for participation in the traditional coverage. The enrollment form is postmarked after 10/1. The member’s effective date of coverage is the postmark date.

Seminary Students

During Open Enrollment, coverage begins the first of the month following the Board’s receipt of the application unless otherwise noted (e.g., enrollment form received in August, but the requested date for enrollment is 10/1). Retroactive enrollments are not permitted. See Administrative Rule 110 for more information related to Seminary Student participation.

Affiliated Benefits Program

Coverage begins the first of the month provided the enrollment is received by the 15th of the previous month. Retroactive effective dates of coverage are not permitted. See Administrative Rule 121 for more information about the Affiliated Benefits Program.